



CITY OF MANCHESTER

Department of Health

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Food Service Establishment New Business, Change of Owner, and/or Renovation Process

- 1. SUBMIT 4 SETS OF FLOOR PLANS TO THE HEALTH DEPARTMENT.** Floor plans should be drawn to scale and include: plumbing specs, bathroom locations, and equipment type and locations. Include the scale on the plans.
- 2. THE HEALTH INSPECTOR WILL REVIEW & APPROVE THE PLANS.** When the plans have been reviewed, the Health Inspector will contact the new business owner (allow a full 72 hours for an inspector to review the plans, owners may be required to amend floor plans and resubmit them for approval to the Health Department). The Health Inspector will give three sets of the stamped, approved plans and a Sign-off Sheet (bright yellow) to the new owner.
- 3. BUSINESS OWNER PICKS UP AND DELIVERS THE PLANS.** Of the four sets of approved plans, one set is kept by the Health Department, one is kept by the Business Owner, and one must be delivered by the owner to the Fire Department (located on the corner of Merrimack and Pine Streets), and to the Building Department (Located on the 2nd Floor of City Hall-One City Hall Plaza-West Wing). While dropping off plans to the Building Department, verify that the building is in an approved zoning district with the clerks at the front desk. Obtain all necessary Zoning, Building and Fire permits prior to starting construction. (**Note: all work performed on fire protection systems i.e.: Hoods, Suppression, Fire Alarm and Sprinkler require a permit from the Manchester Fire Department prior to any work being performed. Even if no renovations are anticipated, a permit is still required to establish the new owner or business name on record.)
- 4. OBTAIN PAPERWORK FOR A BUSINESS LICENSE FROM CITY CLERK.** While at City Hall, stop at the City Clerks Office and obtain paperwork for a Business License. Have the yellow Sign-Off Sheet signed at the same time.
- 5. CONTACT THE BUILDING DEPARTMENT AND THE FIRE DEPARTMENT FOR AN INSPECTION.** When construction is complete contact the Building and Fire Departments for a final inspection (phone numbers are located on the back of the yellow Sign-Off Sheet). Upon passing final inspection, inspectors will sign off on the yellow Sign-Off sheet. (Make sheet readily available to inspectors). (**Note: Even if no construction is taking place, an inspection is still required to confirm that no unpermitted work has been done since the last change.) The Health Department may also be contacted for a preliminary inspections at any point in time
- 6. ZONING SIGN-OFF.** When the building permit has been approved (allow 7 to 20 days for review and approval) and an appointment has been made with the building inspector, return to the building department in City Hall to obtain a signature on the sign-off sheet from Zoning.
- 7. CONTACT THE HEALTH DEPARTMENT FOR A FINAL INSPECTION.** When the appropriate Building Inspector signs off in the Mechanical, Electrical, and Plumbing sections of the yellow sheet, and the Fire Inspector signs off on the same sheet, contact the Health Department for a final inspection **(603) 624-6466**. The Health Department will conduct a final inspection and sign off on the yellow Sign-off Sheet. (**Note: all signatures must be present to obtain a Health Department sign-off)
- 8. SUBMIT APPLICATIONS AND OBTAIN PERMITS.** When the Health Inspector signs and completes the yellow Sign-off Sheet, provide this form and a Food Service Establishment Permit Application to the Health Department. Provide a copy of the yellow Sign-Off Sheet and the completed Business License Application to the City Clerks Office. Also provide a copy of the Sign-off Sheet to the Building Department. When all the necessary applications have been submitted and approved, the business may operate under new ownership **(a business may not operate under new ownership without completing this process in its entirety)**. (**Note: A request for a Certificate of Occupancy is required prior to the opening of a new business and shall be obtained from the Building Department)
- 9. CONTACT THE LIQUOR COMMISSION.** If the business will be serving alcohol, contact the NH Liquor Commission. A Health Department Permit is required before a Liquor License will be issued.

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